



## Building Relocation Permit Application

City of Milwaukie  
6101 SE Johnson Creek Blvd, Milwaukie OR 97206  
Ph: (503) 786-7613 Fax: (503) 786-7612  
Inspection Line: (503) 786-7575  
[www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov)

<input type="checkbox"/> <b>PROPERTY OWNER</b>		<input type="checkbox"/> <b>APPLICANT</b>	
Name:			
Address:			
City / State / Zip:			
Phone ( )		Fax ( )	
E-mail:			
<input type="checkbox"/> <b>MOVER</b>		<input type="checkbox"/> <b>APPLICANT</b>	
Business Name:			
Contact Name:			
Address:			
City / State / Zip:			
Phone ( )		Fax ( )	
E-mail:			
METRO or City Business Registration No.			
<b>MOVING INFORMATION</b>			
<i>The Engineering Director shall determine if the proposed date, time, and route of move is safe and minimizes the disruption of traffic.</i>			
Date of move:		Time of move:	
<b>Donor Site</b>			
Address:			
City / State / Zip:			
Signature of owner of donor site _____			
authorizing application for building move:		Signature	Date
<b>Receiving Site</b>			
Address:			
City / State / Zip:			
Signature of owner of receiving site _____			
authorizing application for building move:		Signature	Date
<b>Specifications</b>			
Greatest loaded height:	Greatest loaded width:	Greatest loaded length:	
Listing of escort vehicles (attach separate sheet if more than 3):			
First vehicle:	Second vehicle:	Third vehicle:	
Make	Make	Make	
Model	Model	Model	
Lic. Plate #	Lic. Plate #	Lic. Plate #	
Proof of Ins.	Proof of Ins.	Proof of Ins.	
Moving Vehicle Wheel Weight (psi):			
<b>ZONING (required for receiving sites located within Milwaukie city limits)</b>			
Zone:	Historic Preservation Landmark Status:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate historic status: <input type="checkbox"/> Significant <input type="checkbox"/> Contributing <input type="checkbox"/> Unrankable			
Site Plan and Architectural Plan (to scale): demonstrate compliance with applicable zoning for building and site improvements.			
<b>Approved for Zoning Compliance:</b> _____			
		<b>Planning Director</b>	<b>Date</b>
Engineering Director	Date	Planning Director	Date
Building Official	Date	Streets Operations Supervisor	Date
Police Chief	Date	CCFD#1 Fire Marshal	Date

<b>OFFICE USE ONLY</b>	
Permit No:	
Date Received:	
Date Issued:	By:
Receipt No:	
<b>OFFICE CHECKLIST</b>	<b>DATE</b>
<input type="checkbox"/> Prior Notice	
<input type="checkbox"/> Zoning Certification	
<input type="checkbox"/> Insurance/Bonding certification	
<input type="checkbox"/> Attachment checklist	
<input type="checkbox"/> Notice of approved permit	
<input type="checkbox"/> Date work may proceed	
<b>INSTRUCTIONS</b>	
<i>Please provide all the information as required by this permit application. Incomplete permit applications will result in denial and/or delay of processing.</i>	
<i>Read and follow the procedures in the attached Structure Move Practices when relocating and protecting PGE facilities and providing legal clearances in accordance with Oregon's Overhead Line Safety Act.</i>	
<i>Applicant must provide written notice of the date and time of the proposed move and a map of the move route to the following agencies no less than 5 business days prior to submitting a building relocation permit:</i>	
<input type="checkbox"/> Milwaukie Police Chief	
<input type="checkbox"/> CCFD#1 Fire Marshal	
<input type="checkbox"/> ODOT (when move route is on a State Highway)	
<input type="checkbox"/> Railroad Owner (when applicable)	
<i>Applicant must provide bonding to secure repair of any damages to City property or facilities. The Engineering Director may require submission of additional information to determine the amount of bonding prior to review of this application.</i>	
<b>Bond amount: \$</b> _____ <b>(determined by Eng. Director)</b>	
<i>Applicant is required to post a notice of approved Building Relocation Permit on the property or structure so that it is visible from the street. The notice shall be posted the same day the permit is approved and remain posted for a period of five workdays thereafter.</i>	
<i>The Engineering Director will determine if the Building Relocation Permit is complete within 7 working days of submitting the permit application.</i>	
<i>Work for building relocation may not commence until expiration of the mandatory appeal period of 5 calendar days.</i>	
<b>REQUIRED ATTACHMENTS*</b>	
<input type="checkbox"/> Copies of agency notices	<input type="checkbox"/> Plumbing permit(s)
<input type="checkbox"/> Finance confirmation	<input type="checkbox"/> Tree permit(s)
<input type="checkbox"/> Proof of insurance	<input type="checkbox"/> Traffic control plan
<input type="checkbox"/> Route map	<input type="checkbox"/> Utility certifications
<input type="checkbox"/> Escort vehicle layout	<input type="checkbox"/> County/state certifications
<input type="checkbox"/> Building permits/plans	<input type="checkbox"/> Bonding
<input type="checkbox"/> Demolition permit	
*Complete description of attachments on reverse.	
<b>BUILDING RELOCATION PERMIT FEES</b>	
Building Relocation Permit Fee:	\$
State Surcharge Fee:	\$
Plan Review Fee:	\$
Engineering Fee:	\$
Zoning Fee:	\$
Less Prepaid:	\$
Balance Due:	\$

## BUILDING RELOCATION PERMIT APPLICATION

## REQUIRED ATTACHMENTS

- ☐ Copies of notice to agencies of the date and time of the proposed move (notice required no less than 5 business days prior to submitting a building relocation permit)
- ☐ Written confirmation from the City of Milwaukie Finance Director that all liens, charges, and billings applicable to the donor site have been satisfied.
- ☐ Proof of insurance:
  - ☐ General Liability: \$2,000,000 per occurrence
  - ☐ Auto liability including nonowned and hired: \$2,000,000 per occurrence
- ☐ Map showing the entire moving route:
  - ☐ Identify all obstructions within the public right-of-way and private property to be removed or adjusted, including pruning of trees
  - ☐ Identify all traffic controls along the move route
- ☐ Layout of vehicle escorts
- ☐ All applicable building permits and plans for the receiving site
- ☐ Demolition permit for donor site, including documentation of proper disconnection and capping of site utilities
- ☐ All applicable plumbing permits
- ☐ All required tree permits
- ☐ Traffic control plan
- ☐ Certification from all utility providers accepting the proposed move, including any conditions that have been imposed
- ☐ Certification from all applicable county and state agencies accepting the proposed move, including any conditions that have been imposed
- ☐ Bonding to secure repair of damages due to building relocation